

ADMINISTRATIVE FINANCE SPECIALIST

DUTIES Under general direction and using independent judgment:

- 1 To prepare complex documents;
2. To perform difficult bookkeeping duties;
- 3 To establish, maintain, and perform office support services;
- 4 To establish and perform information processing services;
5. To advise, assist, and train staff who perform bookkeeping and office support services; and
6. To provide service to the public and resolve complaints.

ACCOUNTABILITIES

1. Preparing complex documents

A. Collecting, analyzing, consolidating, and summarizing data from different sources for reports.

B. Preparing, reviewing, and recording complex reports, requisitions, forms, certificates, notices, bills, payrolls, invoices, vouchers, statements, records, applications, receipts, credits, contracts, and other documents. C. Reviewing, verifying, processing, and distributing prepared documents.

2. Performing difficult bookkeeping duties

A. Calculating charges, securing payments, issuing receipts, and depositing mosey from charges, fees, bills, taxes, assessments, and deposits.

B. Processing disbursements and maintaining petty cash accounts.

C. Classifying data and distributing charges according to existing accounting systems.

D. Preparing, auditing, verifying, and processing payment vouchers, purchase orders, journal vouchers, direct disbursements, travel requisitions, and other paperwork.

E. Compiling, maintaining, auditing, and reconciling various complex bookkeeping accounts, statements, records, and projects requiring the use of independent judgment.

F. Establishing and maintaining ledgers, records, and computer files.

G. Recording, posting, and entering transactions, records, and data.

H. Assisting in the preparation and monitoring of the department/division operating budget.

I. Interpreting financial procedures and bookkeeping requirements to other City employees.

3. Establishing, maintaining, and performing office support services

A. Obtaining, recording, distributing, and routing mail, reports, and other material.

B. Establishing and maintaining files, accounts, indexes, lists, records, books, rosters, manuals, and systems where discretion and decision making is involved.

C. Collecting, analyzing, and preparing data and materials for typing.

- D. Performing typing, proofreading, correction, and distribution of assessments, bills, work orders, vouchers, requisitions, statements, schedules, forms, contracts, orders, and other documents.
- E. Requisitioning, storing, distributing, and inventorying office supplies and equipment.
- F. Authorizing expenditures within established limits of authority.
- G. Operating and maintaining duplicating, calculating, adding, addressing, cashiering, mailing, and computer equipment.
- H. Scheduling, arranging, preparing, and providing office support for meetings and events.
- I. Assisting in the establishment and modification of office procedures as required.
- J. Interviewing customers and applicants to obtain needed information.

4. Performing information processing services

- A. Performing entry and verification of data from source documents and data entry forms.
- B. Performing entries, corrections, retrievals, and audits of information using data entry, microcomputer, and mainframe computer equipment.
- C. Operating recorders, copiers, printers, bursters, and decollators.
- D. Establishing and maintaining computer files.

5. Advising, assisting, and training staff who perform bookkeeping and office support services.

- A. Planning and assigning the work of assigned personnel.
- B. Providing hiring recommendations and training assigned personnel.
- C. Reviewing and evaluating the work of assigned personnel.

6. Providing service to the public and resolving complaints.

- A. Answering the telephone, serving as receptionist, attending counter, and referring callers to the proper party.
- B. Providing information, responding to questions, and interpreting regulations, policies, and procedures.
- C. Acknowledging complaints and problems and resolving them or referring them to appropriate party.
- D. Distributing, securing, reviewing, approving, denying, and issuing forms, applications, permits, licenses, and registrations, within areas of responsibility and authority.

MINIMUM QUALIFICATIONS

1 Education and Experience

- A. Certification by the City's Joint Apprenticeship Training Committee (JATC) upon completion of the Finance Technician Training Program.

2. Knowledge

- A. Knowledge of modern office methods, procedures, and equipment.
- B. Knowledge of alphabetizing, indexing, and filing methods.
- C. Knowledge of mathematics.
- D. Knowledge of the methods, practices, and terminology used in financial and statistical recordkeeping.
- E. Knowledge of accepted, effective supervisory and office management practices.

3. Skill

- A. Skill in typing at a rate of at least 40 words per minute from clear copy.
- B. Skill in performing difficult bookkeeping and making accurate computations.
- C. Skill in comparing and proofreading names, numbers, and other data accurately and rapidly.
- D. Skill in computing charges, counting money, making change, and issuing receipts.
- E. Skill in operating data entry, computing, duplicating, calculating, adding, and other office equipment.
- F. Skill in establishing, organizing, maintaining, and updating manual and electronic files and records.
- G. Skill in locating, classifying, and interpreting a variety of financial and statistical data.

4. Ability

- A. Ability to interpret questions, provide satisfactory explanations, and resolve complaints.
- B. Ability to write legibly.
- C. Ability to understand and execute complex policies/procedures and oral/written instructions.
- D. Ability to work independently and exercise discretion in absence of specific instructions or supervision.
- E. Ability to organize and priorities work.
- F. Ability to learn and explain a wide variety of technical procedures and policies.
- G. Ability to establish and maintain effective working relationships with supervisors, co-workers, subordinates, and the public.
- H. Ability to learn how to shut off water and gas services.
- I. Ability to sit, stand, walk, push, pull, stoop, reach, finger, and handle.
- J. Ability to obtain a Minnesota Class "C" Driver's License or privilege if required by the employer.
- K. Ability to complete the training program as approved by the Joint Apprenticeship Training Committee (JATC).
- L. Ability to perform LIGHT WORK (defined as lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds).
- M. Ability to obtain job-related certifications if required by the employer.

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